

Online Resources

Rapid Response – Detailed explanations of services available to employers and workers plus answers to Frequently Asked Questions (FAQs). <http://www.doleta.gov/layoff/>

Trade Adjustment Services and Benefits – Laid off workers and those with reduced hours and wages due to increased imports or because the business moved to Canada or Mexico may be eligible for long-term training with income support. <http://www.doleta.gov/layoff/>

Unemployment Insurance (UI) – Pays benefits to eligible, unemployed workers to maintain their purchasing power. <http://www.servicelocator.org/search/UIFilingSearch.asp?state=HI> and <http://workforcesecurity.doleta.gov/unemploy/aboutui.asp>

Information for Laid Off/Displaced Workers – Hawaii's website contains procedures for acquiring benefits under the various laws e.g. UI, Job Resources (HireNet), COBRA health care and Supplemental Nutrition (food stamps). <http://labor.hawaii.gov/wdd/home/layoff/>

Workforce Tool Kit, a Resource for Employers – A guide to *America's Workforce Network* services from the federal employment and training system (see pages 15 – 20). <http://www.doleta.gov/whatsnew/insidebindpdf>

Legal Resources

Worker Adjustment Retraining Notification (WARN) Act <http://www.doleta.gov/layoff/warn.cfm>

CLEAR's Index to HRS Chapter 394B, Hawai'i Dislocated Workers (DW) Law <http://clear.uhwo.hawaii.edu/HRS394B.html>

Hawai'i Plant Closing Notification and Dislocated Worker Allowance Administrative Rules <http://hawaii.gov/labor/rule/12-506.pdf>

Workforce Development Division Locations

Statewide Information

830 Punchbowl Street
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Honolulu

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Kāne'ohe

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Waipahu Civic Center

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Kona

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Maui

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DEPARTMENT OF LABOR &
INDUSTRIAL RELATIONS
(DLIR)

Workforce Development Division
(WDD)

Rapid Response Services for Employers & Workers

An Employer's Guide:
Laying Off Workers or
Closing a Business

DLIR-WDD Website

<http://labor.hawaii.gov/wdd/home/layoff/>



Hawai'i's Toll Free
Job Link to America's Workforce Network
1-877-US-2JOBS
1-877-889-5627

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Rapid Response Services: Good for Business, Good for Workers

Rapid Response Services

The Workforce Development Division (WDD) can help employers and their workers when significant layoffs occur. When employers notify the Department of Labor & Industrial Relations of major layoffs, as required by law, WDD can assemble assistance teams from State and/or County government and non-profit agencies. These teams help with counseling, registration for benefits, labor market information, referral to training programs and other support services.

The Rapid Response Team: We are a partnership of State, County, and non-profit agencies, ready to deliver services at a location convenient for you and your employers.

The team is always ready to help: When you make the tough decision to reduce your workforce or go out of business, call our Rapid Response Team. We can provide immediate assistance to employers, employee organizations, and unions before a major layoff occurs:

- Job placement services registration
- Explanation of unemployment benefits
- Help with job loss stress
- Job related counseling and access to occupational skills training

Community Links: Based on the needs of the individual, we can assist in locating other helpful services and resources, such as:

- Business & economic development
- Legal aid
- Health insurance
- Mental health
- Financial assistance
- Food stamp assistance
- On Site Services

We will visit your worksite (or other convenient location) to inform your workers about available services. Representatives from WDD, Unemployment Insurance, job training agencies and community service agencies will be there.

Organized Job Fairs & Workshops: Before the layoff, you may invite other employers to hire your employees. We provide workshops and events that bring together helpful resources to meet the needs of workers and to explain what may arise from losing a job.

Continuing Help: When a layoff occurs, WDD and other agencies will continue to assist affected workers. Some workers may continue with employment counseling, job skill retraining, or job placement assistance.

It is the policy of the Department of Labor and Industrial Relations that no person shall on the basis of race, color, sex, marital status, religion, creed, ethnic origin, national origin, age, disability, ancestry, arrest/court record, sexual orientation, and National Guard participation be subject to discrimination, excluded from participation in, or denied the benefits of the department's services, programs activities, or employment.

Auxiliary aides and services are available upon request.

Services for Your Employees

Career & Vocational Guidance

Job Placement

A worker's employment qualifications will be matched with thousands of local jobs listed in HireNet Hawaii and other agencies

Job Search Training

Employment counselors can advise workers on how to find a job and learn how to:

- Write a resume
- Complete a job application
- Take an employment test
- Interview for a job

Job Training

Occupational Skills

Workers willing to train for a new occupation may be able to receive free tuition and books for short-term skills training.

Basic Education

Workers can improve their basic English and math skills or receive a high school General Educational Development (GED) diploma.

On-The-Job Training

Workers who want a career change can receive subsidized on-the-job training where an employer can be reimbursed for extraordinary training costs.